

Fiscal Year ____ EO 52(99) Report for:

Agency Name

Prepared by:

Name and Title

Executive Order 52 (99) mandates the following activities:

1. Evaluate work related injuries/illnesses to determine how to prevent or reduce the injuries.
2. Establish goals to reduce serious occupational injuries and illnesses to enhance worker safety.
3. Involve agency employees in identifying workplace hazards and establishing goals to eliminate or reduce them.
4. Develop, maintain and monitor strategies to minimize the risk of work related injuries/illnesses.
5. Manager's performance expectations and goals to encourage a safe work environment and reduce injuries/ illnesses

By signing this document, I certify that my agency is in compliance with or has developed a plan and timeline for full compliance with Executive Order 52(99).

Agency Head Signature

Agency Head Name and Title *(please print)*

EO 52 Report Template (Draft)

The following is a template and your report should include this information MINIMALLY. You may, however include additional information to support required documentation.

EO 52 Report for FY ____

I. Review of last year's EO 52 (99) efforts (if space provided is not sufficient, attach additional pages)

Previous year goals:

How did you meet your goals?

What obstacles did you encounter?

What goals remain to be completed?

II. Accident/ Loss Analysis

Attach accident analysis for the previous FY losses. If none is available, complete the chart provided below.

A. Categorize losses: (Fiscal year not calendar year)				
Total Number of Injuries for FY ____ : _____				
	FY <u>01</u> WC data*	FY <u>02</u> WC data*	FY <u>01</u> OSHA	FY <u>02</u> OSHA
1. Number of medical only				
2. Number of lost time cases				
3. Number of lost time days				
4. Number of OSHA Recordable cases				
5. Number of record only cases				

- If you have no injuries please indicate zero in your analysis.

B. Accident Categories: List the categories of injuries and the number of injuries that occurred in each category. (Ex: slips, trips, falls; material handling, struck by)

Actions taken to prevent/reduce injuries/ illnesses identified in your accident category analysis:

If the agency is not fully in compliance with EO 52(99), explain in detail what is being done or what will be done to comply with the mandate.

In what areas do you need assistance?

III. Future Goals

State next year goals and implementation strategies to improve and promote a safe work environment: **(if space provided is not sufficient, attach additional pages)**

Briefly discuss the programs and the opportunities that promote employee involvement in safety within your agency.

IV. Assistance/ General Comments

What assistance do you need, if any, from the Office of Workers' Compensation?

What assistance do you need from The Department of Labor and Industry?

General Comments: